

**LANCASTER COUNTY  
RISK MANAGEMENT SPECIALIST**

**NATURE OF WORK**

This position involves technical work in accident investigation and claims investigation for insured and self-insured claims involving Lancaster County.

Responsible for setting up claim files, corresponding with medical providers, reading and interpreting medical reports, calculating and issuing benefits, operating a computer terminal to input data into the Workers' Compensation and General Liability programs.

**EXAMPLES OF WORK PERFORMED**

Assists the Workers' Compensation and Risk Management Manager with the insurance programs which include property, liability, vehicle, workers' compensation and other insurable risks.

Investigates any and all claims and losses involving Lancaster County.

Works with the County Attorney's Office by collecting information to assist in the defense of workers' compensation litigation.

Handles subrogation and collection of monies owed to Lancaster County.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of workers' compensation, general liability and automobile coverage and claims skills.

Knowledge of insurance principles and concepts.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with governmental officials, employees and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in insurance, business administration or related field with experience administering and/or adjusting workers' compensation, property, or liability claims.

MINIMUM QUALIFICATIONS

Graduation from a high school or equivalent with college level course work in insurance, business administration or related field with some experience administering and/or adjusting workers' compensation, property, or liability claims, or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

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